

CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 03/18/1989

| SECTION | SUBJECT | |
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| 1206 | DRUG-FREE WORKPLACE ACT | |

The City of Newport News is committed to maintaining a drug-free workplace. The following information is presented to certify that the City of Newport News complies with all provisions of the Drug-free Workplace Act of 1988.

All employees receive a copy of the City of Newport News Rules of Conduct regulations at the time of hire. These regulations specify the prescribed disciplinary action for each offense regarding the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace. In addition, the City's policy regarding drug use will be included in the orientation material for all new employees. It will also be published in the quarterly employee newsletter.

The City provides and Employee Assistance Program for its employees and their family members. This program includes drug counseling and rehabilitation services as well as educational services. For more detailed information pertaining to the Employee Assistance Program, refer to the Personnel Administrative Manual, Section 714. The City also sponsors other presentations throughout the year focusing on drug awareness, employee wellness, and supervisory training.

Employees engaged in the performance of work pursuant to a federal contract exceeding \$25,000 or any federal grant will sign a statement certifying that the employee received a copy of the policy and the employee understands that as a condition of employment, the employee will (1) abide by the terms of the prohibition of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days of such conviction. In turn, the City will notify the contracting agency within ten days after receiving notice from the convicted employee.

Disciplinary action for the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace is described in the Rules of Conduct regulations. Participation in the employee assistance program may be recommended or required of employees who have drug or alcohol related performance problems. However, referral to the EAP does not substitute for disciplinary action, but may be used in conjunction with any disciplinary action or performance counseling.

The elimination of drugs from the workplace is the ultimate goal of the City to ensure the safety and integrity of its workforce. The City of Newport News shall make a good faith effort in continuing to maintain a drug-free workplace through implementation of the programs outlined above and implementation of other programs as needs and resources are identified.

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| AMENDS/SUPERSEDES NEW | REFERENCES | APPROVAL. Maronee |
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